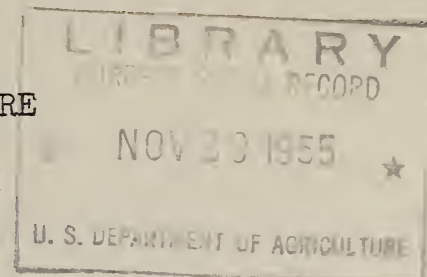


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
ANIMAL DISEASE ERADICATION BRANCH
WASHINGTON 25, D. C.



August 10, 1955

ADE BRANCH MEMORANDUM NO. 508.45

To : ADE Branch Stations
From : R. W. Morgan, Administrative Officer
Subject: Personnel Procedures Under Regionalization

I PURPOSE

The purpose of this memorandum is to advise ADE Field Stations of Branch policies in connection with personnel procedures under regionalization. In this connection, your attention is invited to Administrative Memorandum No. 405.1, dated August 10, 1955, and Temporary Circular No. 55-100, dated August 12, 1955.

II BRANCH POLICY

All Requests For Personnel Actions, SF-52, shall be forwarded to the Washington office of the Animal Disease Eradication Branch for approval. If approved, the requests will then be forwarded to the appropriate Regional Business Office or to the Washington Office of the Personnel Division for processing.

III GENERAL

Requests for Personnel Action, SF-52, should be signed by the Veterinarian in Charge or the Acting Veterinarian in Charge on the left hand side of the form under Item "B". When it is desired to fill a position which is already established, the position number should be indicated on the SF-52. If it is desired to establish a new position, a description of the duties for the proposed position should be furnished this office with your request. The description of duties should be prepared in accordance with instructions furnished with ADE Branch Notice, dated October 22, 1954.

Any requests concerning the re-alignment of Veterinary Supervisory Districts and Areas shall be submitted to this office as heretofore. Please refer to ADE Branch Memorandum No. 509.11, dated August 6, 1954, and memorandum from this office dated November 4, 1954, subject: District Supervisory Positions, GS-11.

RW Morgan

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535
JUL 1 1964
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